

INTERAGENCY COMMUNICATIONS INTEROPERABILITY SYSTEM JPA

MINUTES OF THE MEETING OF THE GOVERNANCE BOARD - December 4, 2003

Item 1. Meeting was called to order at 1:17 p.m. at the Glendale City Council Chambers.

In attendance (Governance Board):

Beverly Hills	-	Frank Salcido
Glendale	-	Ron DePompa
Torrance	-	Ernest Gallo
Pomona	-	Absent
Montebello	-	Steve Huson

Item 2. Oral Communications

No one addressed the Board during oral communications.

Item 3.a. Reports - Information

a. Introductions and Report of Status of Project Implementation by Each Member.

The Glendale system is on the air, and completing system optimization and installation of the Mt. Lukens site. The Police Department has been on the system for approximately 6 weeks.

In November, Montebello accepted their system which will be delivered in December. The acceptance tests went very well. Anticipate the system infrastructure construction to start the first of the year after all the materials are delivered. The project is anticipated to take 12 months to install.

The Beverly Hills system is in the design stage at this time with Motorola. The city has identified another potential radio site and staff will be doing a site visit there in a couple of weeks. The microwave link between Beverly Hills and Glendale (at the Beverly Hills end) is over 50% complete.

In November, the Burbank City Council approved Burbank's membership in the JPA. Two weeks later they approved the purchase of the Motorola system.

Steve Hronek provided a report on behalf of the City of Pomona. It was reported that the Cit of Pomona received some Federal Funding. Mr. Hronek was unsure of the amount. The staff anticipates taking the system to the City Council in January.

Item 4. Consent Items

a. Approval of Minutes

The minutes for the October 2, 2003 Governance Board meeting were unanimously approved.

Item 5. Action Items

γ a. Motion re: Admission of the City of Burbank as a Member.

The resolution admitting the City of Burbank as a member was moved by Ernest Gallo and seconded by Ron DePompa. The motion carried 4 - 0.

Upon approval of the Resolution, a Burbank representative sat at the dais to participate in the meeting as a non-voting member, until such time as the Designation of Member Representative form is received.

b. Discussion re: Apportioning Costs for Microwave Installations from Montebello to Glendale and from Mount Thom to the Master Site.

Steve Hronek presented the report. The ICIS system needs the microwave to go from Mt. Thom to the master site because the Glendale microwave currently in place doesn't provide enough capacity for Beverly Hills, Montebello, Burbank and Pomona to connect to the master site. The microwave needs to be upgraded.

A separate item is the microwave going from Montebello to the master site and eventually Pomona to the master site.

The microwave from Mt. Thom to the master site needs to be replaced very soon because of the Burbank, Beverly Hills, Pomona and Montebello projects. These projects are either underway or will be underway very soon, and it will take some time to get the microwave

installed. Without the microwave there won't be any connectivity.

The timing for the purchase is the very beginning of the next fiscal year. The cost of the microwave from Mt. Thom to the master site is \$167,000 and it is recommended that this cost be apportioned equally among the five cities that would be using the microwave. The objective is to get federal funding to purchase the microwave. At this time there is no federal funding so it would be necessary for the member cities to apportion these costs. It is not necessary to vote on this matter today, however staff is addressing the issue because each of the cities will be creating their budgets for the new fiscal year. This matter will be placed on the next Governance Board agenda for formal action.

The second item is the connection between Montebello and Mt. Thom. Montebello is paying for the project, however, it will be shared linked and perhaps Pomona would share in the cost as they will also be using that microwave link.

It should be noted that the original business plan included costs for these projects. So the various City Councils should be aware of the costs.

c. Discussion re: Apportioning Costs for Maintenance of the Master Site.

Because each of the participating cities will be using the Master site, it would be appropriate to apportion these costs. It is recommended that Motorola be retained to perform system maintenance due to their expertise and availability. Another benefit is the guarantee of advanced parts replacement, and software upgrades and maintenance. The cost of the agreement is \$5,111.98 per month, for a total cost of \$61,343.76 annually. The maintenance agreement would start in October 2004.

It is recommended that the costs be apportioned evenly between the cities that are constructing infrastructure.

There was discussion regarding the estimated costs. For example, the original estimates assumed additional

members, including El Segundo, Torrance and Culver City, resulting in lower per city costs. Steve Hronek provided an update regarding the potential for other cities joining ICIS in the near future. The only city anticipated to join in the near future is Culver City.

This item will also return to the next Governance Board agenda.

d. Discussion re: Apportioning Costs for Federal Legislative Advocate.

Elaine Aguilar provided a report regarding a proposal provided by David Turch & Associates for Federal Legislative services. The proposal is for \$4,000 per month. This fee is all inclusive; it includes all costs except for situations when the Governance Board specifically requests Mr. Turch or his staff to come to California in person. When specifically requested to come to California, they would be reimbursed for the travel costs. However, it is important to note that it is possible to transact business via telephone and e-mail to avoid incurring costs. Other firms also invoice for telephone calls, copy costs, delivery costs, cab fares in D.C., etc.

The deadline for the Federal Appropriation process is mid February.

There was discussion regarding the contract timing since it would be necessary to retain services as soon as possible.

There was discussion regarding the time necessary for the cities to take an item requesting funds to their City Councils. To assist with the timing issues, Glendale offered to pick up the first month's fees given that Glendale's share the following months is reduced so each city eventually pays an equal amount.

The services to be provided by the firm include more than assisting with the appropriations process. Glendale used their services to assist in obtaining licenses, moving federal applications along, and working as a liaison with other federal agencies that could assist in the ICIS efforts.

There was a question regarding bidding requirements for the JPA. Glendale's Deputy City Attorney indicated that the JPA contract does not require bidding, but that she would examine if there were any other legal requirements. She would report back at the next meeting.

There was also discussion regarding the competitiveness of the proposal cost. Staff would return with information regarding this matter at the next meeting.

- e. Discussion re: Appointment of Chair of Operations Subcommittee.

Steve Hronek notified the Governance that due to the lack of a quorum at the Operations Subcommittee, a Chair was not appointed.

This item will be carried over to a future meeting.

- f. Motion re: Schedule for January Meeting.

Due to the New Year's holiday conflicting with the next regularly scheduled meeting, it was decided to conduct the meeting on January 8th.

Item 6. New Business

There were no new business items.

Item 7. Board Member Comments

The City of Burbank was welcomed to the JPA.

Item 8. Staff Comments

Steve Hronek provided an update regarding the charges for users of the system. The Governance Board previously decided that users would be charged a base fee that the city that owned the primary system would receive. Then there would be a fee above the primary fee to cover roaming and this fee would go to the JPA. Steve Hronek and Robert Franz have not yet had a chance to meet to create the formula. This item will return to the Governance Board once there is something to report.

Item 9. Adjournment

The meeting adjourned at 1:45 p.m.

Respectfully submitted,

Elaine I. Aguilar
Secretary to the ICIS JPA